ACGI-2100 SMART FORM
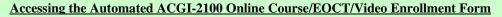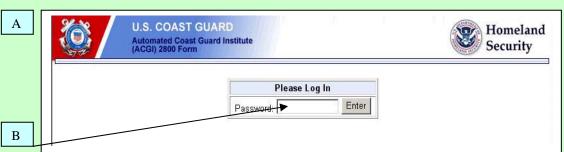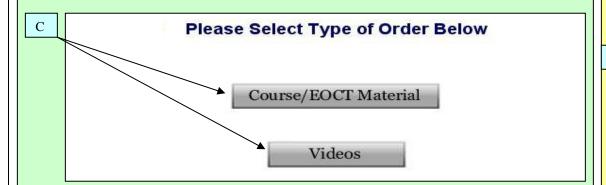
A step-by-step guide to using the Automated Coast Guard Institute (ACGI) 2100 On-Line Order form

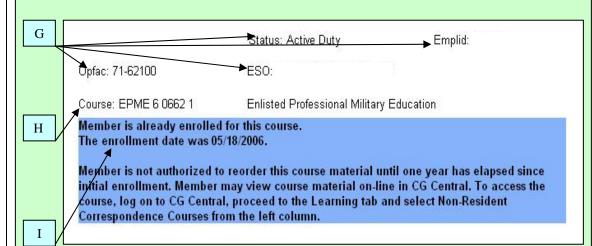## Accessing the Automated ACGI-2100 Online Course/EOCT/Video Enrollment Form

A

U.S. COAST GUARD
Automated Coast Guard Institute
(ACGI) 2800 Form

Homeland Security

Please Log In

Password: [____] Enter

B

C

Please Select Type of Order Below

Course/EOCT Material

Videos

D / E / F

Course Enrollment

Member EMPLID: 1111111
ESO EMPLID: 2222222

Course: EPME 6 (0662-1) ▼

SUBMIT

G / H / I

Status: Active Duty   Emplid:

Opfac: 71-62100   ESO:

Course: EPME 6 0662 1   Enlisted Professional Military Education

Member is already enrolled for this course.
The enrollment date was 05/18/2006.

Member is not authorized to reorder this course material until one year has elapsed since initial enrollment. Member may view course material on-line in CG Central. To access the course, log on to CG Central, proceed to the Learning tab and select Non-Resident Correspondence Courses from the left column.

A	The Form's web address/password can be obtained by sending an email to cgi-pf-nrt_eso_emails@uscg.mil
B	Enter password.
C	Choose the type of order. For Course/EOCT Enrollments, go to the next step. For Videos, go to step M.
D	**COURSE /EOCT ENROLLMENT:** Enter the member's EMPLID. **NOTE:** If the EMPLID is rejected, use "6666666" as the EMPLID and enter members SSN on the next page.
E	Enter the ESO's EMPLID.
F	Select the Course / EOCT to be ordered from the drop down menu and click the submit button.
G	Verify that the member's information is correct. If it's not correct, contact CGI (nrt).
H	Check to see if the course ordered is correct.
I	The blue shaded box is the history of member's past enrollments and material sent. The ESO can use this box to see what material has been ordered and when the material was sent.

J

E-mail Addresses:
(If the e-mail addresses below are incorrect, member/ESO will need to update their e-mail addresses in Direct Access)

Member Email: [_____]

ESO Email: [_____]

Shipping Address: (If address is incorrect, contact nrt@uscg.mil)

K

Address: 5900 SW 64TH ST

City: OKLAHOMA CITY   State: OK   Zip Code: 731696999

Reason for Submission: Test - Test Only (must already be enrolled in course) ▼

L

ORDER

M

Video Enrollment

Course:
Select a Video ▼

ESO EMPLID:
[_____]

SUBMIT

N

O Course: 0802 1

E-mail Addresses:
If the e-mail address below is incorrect, ESO will need to update their e-mail address in Direct Access
ESO Email: [_____]

P

Shipping Address: (If address is incorrect, contact nrt@uscg.mil)

Address: 5900 SW 64TH ST

City: OKLAHOMA CITY   State: OK   Zip Code: 731696999

O

Reason for Submission: Video Only ▼

R

ORDER

Steps for Getting Auxiliary/Civilian Members into the Institute's Database:

NOTE: Before an auxiliarist or civilian member can take a test, they must be enrolled in the course for the EOCT. The steps listed below will help the ESO get them enrolled.

Step 1. The ESO must go to the 2100 Smart Form and enroll the auxiliriast/civilian in the course for the EOCT. Chose enrollment only (do not order a test).

Step 2. Wait one full day from the date of enrollment before administering the test. If the enrollment is done Sunday through Wednesday, then administer the test the next day. If the enrollment is done Thursday through Saturday, then the ESO must wait until the following Monday to administer the test.

J | ESO should verify member/ESO email addresses. If incorrect, the ESO can enter the correct email address in the space provided. The ESO/member must also update their business e-mail addresses in Direct Access.

K | Check the shipping address to ensure it's correct, if it isn't contact CGI (nrt).

L | Choose reason for submission from the drop down menu and click the order button. Check the following page to ensure correct order was placed.

M | **VIDEO ENROLLMENT:** Select the video to be order from the drop down menu.

N | Enter the ESO's EMPLID and click submit.

O | Check to see that the video ordered is the intended video.

P | ESO should verify their email address. If incorrect, the ESO can correct the email address in the space provided. The ESO must also update their business e-mail address in Direct Access.

O | Check the shipping address to ensure that it is correct, if not contact CGI (nrt).

R | Click the order button. Check the following page to ensure the correct order was placed.